

Frequently Asked Questions for ASU's MAT Program

Q: Who should I contact regarding admission requirements to the program?

A: Christie Black, Graduate Admissions Application Coordinator. You may contact her at 706-729-2465 or email cblack9@aug.edu or fax 706-667-4706. Christie will guide you through the admissions procedure as well as answer questions regarding what requirements need to be met in order to be accepted to the MAT program. The website for the application is:

<http://www.aug.edu/forms/coegradapp.pdf>

Q: How do I apply for financial aid?

A: Financial aid information can be found on this website:

http://www.aug.edu/financial_aid/

Be certain to note the deadlines!

Q: Can I get a teaching job while in the program?

A: Many MAT candidates are currently employed in local school systems. You should contact the Board of Education that you are interested in working for to inquire about their employment requirements.

Q: If I am hired under a provisional certification, how long do I have to make it through the program before I will have to renew it?

A: The PSC typically gives people 3 years, but there are many exceptions. We encourage you to contact your school district or the attached website for additional clarification: _

http://www.gapsc.com/TeacherCertification/Documents/Cert_Rules_12_03/505-2-006.pdf

Q: How long does it take to complete the: Most candidates complete the program within 1 ½ to 2 years, depending on how many courses you take each semester.

Q: Where can I find the classes that are being offered each semester?

A: You can find this information on the ASU homepage on the left hand side of the screen under Infocentral, then schedule of classes.

Q: How many classes can I take each semester?

A: You can take up to 4 classes each semester without your advisor and the Department Chair's permission.

Q: Can I take more than 4 classes during the Summer Semester?

A: Classes in the summer are much more accelerated than other semesters (see course schedule on the ASU home page). We recommend no more than four classes during the summer session. Again, course loads over 4 classes will require your advisor and the Department Chair's permission.

Q: How can I find out who my advisor is?

A: A current list of advisors with corresponding programs can be found on the Department of Teacher Education website under "Advisors". The MAT advisor is Andre Goodman, agoodma1@aug.edu

Q: Are there requirements I need to be aware of as I plan to take classes?

A: YES! EDTD 6364 (Integrated Curriculum) is required to be taken the first semester (if at all possible). That course and EDTD 6491(Management) must be successfully completed early in the program and PRIOR to practicum.

Q: Do I have to take classes in a specific order?

A: The Reading course series of EDTD 6120 and EDTD 6222 must be taken consecutively. You must begin the Math series of classes by taking MATH 5241. After you complete MATH 5241, you may take any of the other Math classes in any order. **NOTE:** All other classes on your track sheet may be taken in any order any semester.

Q: What field experiences are required in the program?

A: The information on our website under Field Experience indicates that: 300 hours of field experience must be completed before practicum *Minimum of 3 different settings

*If teaching in certification area, candidate's classroom may be used for most of the required hours.

*Minimum of 5 evaluations

*By a minimum of 3 different educational supervisors

*Time documentation must be kept

*80% of time must be spent with certification age

*Experiences must be approved by advisor

300 hours of field experience are required PRIOR to the practicum experience. If you are employed as a teacher or a paraprofessional, most of these hours can be completed in your classroom. However, you will need to complete the "Employed Field Experience documentation form for MAT candidates" on our website under Field Experiences. If you are not employed as a teacher, you will need to attend the Teacher's Education placement meeting held towards the beginning of both fall and spring semester. You will need to complete the field experience paperwork, located on the Teachers Education website under graduate programs and field experiences, documenting your experiences. **NOTE: DO NOT CONTACT SCHOOLS ON YOUR OWN FOR PLACEMENT.** Supplemental weekends and evening placements can be found on the field experience website under "Alternative Field Placements."

Q: What exactly is the practicum?

A: The practicum is the student teaching portion of the degree and is a required course (EDTD 6910) for the MAT program. You will spend one semester (75 full school days) teaching under a professional in a local school district. You will develop lesson plans and teach as though you were actually hired. You **MUST** take the course to graduate, but if you are currently teaching, you may remain at your current job to do the practicum as long as you are employed within 50 miles of ASU and working in your grade level and concentration area. If you ARE NOT employed as a teacher, ASU will make a placement for you at one of the Partner Schools once you have completed and turned in the practicum placement application.

Q: Can I make my own placement in a school?

A: NO! The Department of Teacher Education will make all placements. Do not contact the schools on your own.

Q: How many classes can I take in addition to my practicum?

A: You may only take two classes along with your practicum with approval from your advisor and you must have already successfully completed EDTD 6364 (Integrated Curriculum) and EDTD 6491 (Management).

Q: What do I do if I fail practicum?

A: If a candidate fails practicum, the candidate must reapply for practicum another semester. There is no guarantee that a placement can be secured for a second attempt at practicum. Schools have the right to refuse placements based on previous performance. Practicum can only be repeated with the approval of the faculty and chair of the department. No candidate will be allowed to attempt practicum more than two times.

Q: When is the practicum application due and to whom do I submit it?

A: You must submit your application to the Department of Teachers Education by midterm of the semester prior to you planning to complete the practicum. **NOTE:** If you are planning to complete your practicum in the fall, you must submit the application in the spring since faculty will not be available in the summer to make your placements. For fall practicum placements, applications are due by March 1st and for spring practicum placements applications are due no later than October 1st. If you don't adhere to the due dates, you will have to wait until the following semester to complete your experience!

Q: When do I complete graduation paperwork and to whom do I submit it?

A: Graduation paperwork must be submitted to your advisor by midterm of the semester prior to graduation. **NOTE:** If you are graduating in the fall, you must submit your application for spring two semesters before as faculty are not available in the summer to process your application. Please review the graduation paperwork process on our website under Graduation.

Q: What are portfolios?

A: Portfolios are your personal artifacts aligned with the Conceptual Framework Principles of PAR (Prepared, Able, and Responsive). These artifacts can include but are not limited to course assignments, lesson plans, reflections, teacher evaluations, student work samples, etc. The portfolio will be completed in a template on LiveText (electronically). E-Portfolio review sessions are held every semester by Rebecca Harper. Announcements are sent out via email and are posted on the announcement page on our website.

To submit your completed portfolio in LiveText, Click on PORT 6910. Click on Portfolio Submission (under assignments), attach the portfolio as a LiveText document, and submit the assignment. This will allow the Portfolio Review Committee to review your e-portfolio. If you are graduating that semester and you do have the PORT listed on your LiveText account, please contact Bill Gray at wgray@aug.edu and he will add your name to the appropriate account.

Q: What if I have trouble with LiveText?

A: FREE LiveText help is available every semester (even the summer). A LiveText Graduate Assistant is available inside the Teacher Education suite on the third floor of University Hall. The hours are posted on our website and on the door. You can always email the LiveText Graduate Assistant at livetext.aug.edu and they will get back with you as soon as possible. If you have any additional questions (that can't be answered by the LiveText Graduate Assistant), please contact Bill Gray at wgray@aug.edu or Rebecca Harper at rharper7@aug.edu

Q: How will my e- portfolio be evaluated?

A: You will submit it via LiveText to PORT 6910 and reviewers (professors) will use the Initial Certification Rubric to assess it. You can view your portfolio scores in LiveText. It usually takes the reviewers about two weeks to review all the portfolios.

Q: When are portfolios due and to whom do I submit it?

A: If it is your final semester in our program, your portfolio is due to your University Supervisor towards the end of your practicum experience (usually about two weeks before your final day in the school). Your University Supervisor will determine the date for evaluation. If you still have classes to complete during the summer, your portfolio is due to your advisor by the date posted on our website. It is your responsibility to be certain that your portfolio has been submitted.

Q: What is GACE?

A: The acronym GACE represents the Georgia Assessments for the Certification of Educators. The purpose of the GACE is to assess the knowledge and skills of prospective Georgia public school educators. The GACE program helps the PSC meet its goal of ensuring that candidates have the knowledge and skills needed to perform the job of an educator in Georgia public schools. The GACE tests are aligned with state and national standards for educator preparation and with state standards for the P–12 student curriculum (Georgia Performance Standards).

More information about GACE can be found at: _

<http://www.gace.nesinc.com/>

Our certification officer, Julie Gray (jgray@aug.edu) can answer any specific questions you might have.

Q: How do I become certified?

A: Our certification officer, Julie Gray (jgray@aug.edu) will contact you via ASU email towards the end of your last semester and you will then complete all the paperwork needed for certification. She will submit the completed documents along with a certified transcript. After all the paperwork has been submitted, it usually takes about six weeks to receive your certification in the mail.